



DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.

05-80

DEPARTMENT REVENUE		DIVISION Motor Carrier Services	SECTION Service Section	PERMANENT NON-PERMANENT	X x
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS	
1	International Registration Plan w attach.	4 Years + Current*		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit. *IFTA Agreement – Keep 5 years	
2	IRP Applications W attachments	4 Years + Current*			
3	IRP Jurisdictions/recaps/transmittals from Colo. and other jurisdictions	4 Years + Current*			
4	IRP payment Vouchers	4 Years + Current*			
5	IRP Audit Files	4 Years + Current*			
6	New/Updated Accts. Reports P191DD01	4 Years + Current*			
7	CVEC Accounting Processed Reports	3 Years + Current			
8	CVEC Payments Reports P20PDD08	3 Years + Current			
9	Colo. IRP Distribution	4 Years + Current*			
10	Colo. IRP Distribution/warrants report P121PW	4 Years + Current*			
11	IFTA Correspondence	4 Years + Current*			
12	IFTA Transmittals	4 Years + Current*			
13	IFTA Miscellaneous	4 Years + Current*			
14	IFTA Licenses Issued Report P2SMPD04	Retain until obsolete, superseded or administrative value is lost.			
15	IFTA DCNS Report P251FWE2	Retain until obsolete, superseded or administrative value is lost.			
16	IFTA States owe Colo. \$\$ Report P29MVD02	Retain until obsolete, superseded or administrative value is lost.			

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.

State Archivist's Signature

Date

Records Liaison Officer's Signature

Date

Attorney General's Signature

Date

State Auditor's Signature

Date



DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.
05-80

DEPARTMENT REVENUE		DIVISION Motor Carrier Services	SECTION Service Section	PERMANENT NON-PERMANENT
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
17	IFTA Account Activity Report P121, FD09	Retain until closed + 5 Years	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit. *IFTA Agreement – Keep 5 years	
18	IFTA Carriers – Auto Refunds Report P29MCD01	4 Years + Current*		
19	IFTA Mileage Discrepancy Report P29MQD)	4 Years + Current*		
20	IFTA Carrier Mileage Report P29M1DO4	4 Years + Current*		
21	IFTA monthly EFT payments report P12HFD01	4 Years + Current*		
22	IFTA jurisdictional transmittal report PD1TM01	4 Years + Current*		
23	IFTA Exception report P121SD01	4 Years + Current*		
24	IFTA non-filer report P29ELD	4 Years + Current*		
25	Refund Discrepancy Report (IFTA) report P29MVD04	4 Years + Current*		
26	Auto Refunds to Other IFTA states report P29MVD02	4 Years + Current*		
27	AARAP Activity Report (IFTA)	4 Years + Current*		
28	Refunds	5 Years + Current		
29	Labor Report P22Weim	3 Years + Current		
30	Personnel Files Inactive (Copy)	1 Year after leaving		
31	Personnel Files Active (Copy)	Retain until employee leaves or until superseded		
I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual..				
State Archivist's Signature <i>Terry Kittelsen</i>		Date 10/1/2004	Records Liaison Officer's Signature <i>Julie Gaybal</i>	
Attorney General's Signature <i>John W. Suthers by mmm</i>		Date 3/28/05	State Auditor's Signature <i>Sally Symanski</i>	

SA-194 (REV 1/78)



DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.
05-80

DEPARTMENT REVENUE		DIVISION Motor Carrier Services	SECTION Service Section	PERMANENT NON-PERMANENT	x x
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS	
32	Legal Files (Buckley)	Permanent		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
33	Statistical Report	3 Years + Current			
34	Time-sheets	5 Years + Current			
35	Off Highway Refunds Issued	Retain until obsolete, superseded or administrative value is lost.			
36	Gallon Variance/Off highway Accts	4 Years + Current			
37	Off Highway Refund Claim Transaction Detail	Retain until obsolete, superseded or administrative value is lost.			
38	Off Highway refund claim issued	Retain until obsolete, superseded or administrative value is lost.			
39	Rejected off highway refund claims	Retain until obsolete, superseded or administrative value is lost.			
40	Fuel Tax Records from Vendor loaded to EDI database	Retain until obsolete, superseded or administrative value is lost.			
41	Duplicate fuel records from load	Retain until obsolete, superseded or administrative value is lost.			
42	Unprocessed Fuel Dist. Returns on EDI	Retain until obsolete, superseded or administrative value is lost.			
43	Register of Collectible Taxes	Retain until obsolete, superseded or administrative value is lost.			
44	Fuel Distributor Correspondence	Retain until obsolete, superseded or administrative value is lost.			

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful Evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am Authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all Conditions listed on page 4-10 of the Records Management Policies and Procedures Manual..

State Archivist's Signature <i>Terry Littleton</i>	Date 10/1/2004	Records Liaison Officer's Signature <i>Julio Raybal</i>	Date 9-17-04
Attorney General's Signature <i>John W. Suthers by mm</i>	Date 3/28/05	State Auditor's Signature <i>Sally Symanski</i>	Date 10/8/04



DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.
05-80

DEPARTMENT REVENUE		DIVISION Motor Carrier Services	SECTION Service Section	PERMANENT x NON-PERMANENT x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
45	Fuel Distributors Files Active & Closed Accounts	Retain until closed + 5 Years	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
46	LPG/NG Decal Error Report	Retain until obsolete, superseded or administrative value is lost.		
47	AARAPS Balance Due	Retain until obsolete, superseded or administrative value is lost.		

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual..

State Archivist's Signature <i>Terry Letelsen</i>	Date 10/1/2004	Records Liaison Officer's Signature <i>Julia Reybal</i>	Date 9-17-04
Attorney General's Signature <i>John W. Suthers by mm</i>	Date 3/28/05	State Auditor's Signature <i>Sally Lyness</i>	Date 10/8/04

SA-194 (REV 1/78)